# Top Ten MCEAS Errors

1. Redact SSN's on all documents
2. AOS reference incorrect NOSP
3. AOR and AOS dates are incorrect
4. Improper wait time
5. Medical evaluation documentation insufficient/incorrect
6. Custody status incorrect
7. Improper notification (certified, restricted or wrong sign)
8. No proof of delivery
9. Missing 6105's and Page 3's (SRB Uploads)
10. Improper basis of separation

# Redact SSN’s

- DD Form 1966 Page 1 Block 17 D
- DD Form 1966 Page 1 Block 18 K
- DD Form 1966 Page 3 Block 31 D
- DD Form 1966 Page 3 Block 33 D
- Annex B of ROED MEPS Liaison Cert
- Look for Buddy Program Last 4

## SECTION II - EXAMINATION AND ENTRANCE DATA PROCESSING CODES

*(FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SECTION - Go on to Page 2, Question 20.)*

**16. APTITUDE TEST RESULTS**

| a. TEST ID | b. TEST SCORES | AFQT PERCENTILE | GS | AR | WK | PC | MK | EI | AS | MC | AO | VE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 05E | 20101201 | 62 | 59 | 57 | 50 | 50 | 56 | 46 | 49 | 56 | | 50 |

**17. DEP ENLISTMENT DATA**

| a. DATE OF ENLISTMENT - DEP (YYYYMMDD) | b. PROJ ACTIVE DUTY DATE (YYYYMMDD) | c. ES | d. RECRUITER IDENTIFICATION | e. |
|---|---|---|---|---|
| | | | | L |

| g. T-E MOS/AFS | h. WAIVER (1) | (2) | (3) | (4) | (5) | (6) | i. PAY GRADE | j. SVC ANNEX CODE | k. MSO (YYWW) | l. AD OBLIGATION (YYWW) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

**18. ACCESSION DATA**

| a. DATE OF ENLISTMENT (YYYYMMDD) | b. ACTIVE DUTY SERVICE DATE (YYYYMMDD) | c. PAY ENTRY DATE (YYYYMMDD) | d. MSO (YYWW) | e. AD/RC OBLIGATION (YYMMWWDD) |
|---|---|---|---|---|
| 20111071 | 20111071 | 20111071 | 0800 | 06000000 |

| f. WAIVER (1) | (2) | (3) | (4) | (5) | (6) | g. PAY GRADE | h. DATE OF GRADE (YYYYMMDD) | i. ES | j. YRS HIGHEST ED GR COMPL |
|---|---|---|---|---|---|---|---|---|---|
| Y | Y | Y | | | | E-01 | 20111071 | 1 | 12 |

| k. RECRUITER IDENTIFICATION | l. STA ID | m. PEF | n. T-E MOS/AFS | o. PMOS/AFS | p. YOUTH | q. OA | r. STATE GUARD |
|---|---|---|---|---|---|---|---|
| | 97 8LA | ZY | 8011 | 0231 | YY0 | YY | |

| s. SVC ANNEX CODES | t. REPLACED ANNEXES | u. TRANSFER TO (UIC) |
|---|---|---|
| AB | | HCC-016 |

**19. SERVICE REQUIRED CODES**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| K | 4 | 9 | 7 | 8 | 0 | 4 | 0 | 9 | 1 | H | A | A | A | 1 | 2 | L | 1 | 3 | 9 | L | 4 | 9 | | 1 |

| 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| P | O | | 1 | 1 | O | | 1 | 9 | 7 | | 1 | O | S | | | | | | | | | | | |

| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DD FORM 1966/1, MAR 2007 PREVIOUS EDITION IS OBSOLETE. Adobe LiveCycle Designer

| b. TYPED OR PRINTED NAME (Last, First, Middle Initial) | c. PAY GRADE | d. RECRUITER I.D. | e. SIGNATURE | f. DATE SIGNED |
|---|---|---|---|---|
| SMITH, KEVIN KYLE | E5 | | | |

**32. SPECIFIC OPTION/PROGRAM ENLISTED FOR, MILITARY SKILL, OR ASSIG**

a. SPECIFIC OPTION/PROGRAM ENLISTED FOR *(Completed by Guidance Counselor, MEPS Liaison NCO, etc., as specified by sponsoring service.)* *(Use clear text English.)*

K5 General Enlistment 4 Years E-01

b. I fully understand that I will not be guaranteed any specific military skill or assignment to a geographic area except as shown in Item 32.a. above and annexes attached to my Enlistment/Reenlistment Document (DD Form 4). — c. APPLICANT'S INITIALS: x DPL

**33. CERTIFICATION OF RECRUITER OR ACCEPTOR**

a. I certify that I have reviewed all information contained in this document and, to the best of my judgment and belief, the applicant fulfills all legal policy requirements for enlistment. I accept him/her for enlistment on behalf of the United States *(Enter Branch of Service)* Marine Corps and certify that I have not made any promises or guarantees other than those listed in Item 32.a. above. I further certify that service regulations governing such enlistments have been strictly complied with and any waivers required to effect applicant's enlistment have been secured and are attached to this document.

| b. TYPED OR PRINTED NAME (Last, First, | AY DE | d. RECRUITER I.D. OR ORGANIZATION | e. SIGNATURE | f. DATE SIGNED (YYYYMMDD) |
|---|---|---|---|---|
| | | | B | 20101207 |

**SECTION V - RECERTIFICATION**

**34. RECERTIFICATION BY APPLICANT AND CORRECTION OF DATA AT THE TIME OF ACTIVE DUTY ENTRY**

a. I have reviewed all information contained in this document this date. That information is still correct and true to the best of my knowledge and belief. If changes were required, the original entry has been marked "See Item 34" and the correct information is provided below.

| b. ITEM NUMBER | c. CHANGE REQUIRED |
|---|---|
| 32a | Should Read K5 6 Years QSN: 20110B003 RUC: 04091 |
| | MOS: 0231 DAYS: 139 E-01 vice Shop |

| d. APPLICANT | | e. WITNESS | | |
|---|---|---|---|---|
| (1) SIGNATURE | (2) DATE SIGNED (YYYYMMDD) | (1) TYPED OR PRINTED NAME (Last, First, Middle Initial) | (2) RANK/ GRADE | (3) SIGNATURE |
| x Cpt Paul LeBlanc | 20110718 | x Bell, Leonard | E6 | B |

## MARINE CORPS RESERVE OPTIONAL ENLISTMENT PROGRAM (ROEP) (Page 2)

| NAME | 1 LAST LEBLANC | 1a FIRST DUSTON | 1b MI P | 1c SSN XXX-XX- 8599 | 1d DOB 20110711 |
|---|---|---|---|---|---|

### INITIAL TRAINING

| | | | |
|---|---|---|---|
| 18 | I understand that I will be assigned to Marine Corps Recruit Depot training, Marine Corps Combat Training (MCT), and Military Occupational Specialty (MOS) formal schooling within 365 days of enlistment. | 18a | DPL |
| 19 | I will attend Marine Corps Recruit Depot training first, followed by MCT, and then my MOS formal school. | 19a | DPL |
| 20 | I understand that following Marine Corps Recruit Depot training, I may receive up to 10 days leave before commencing MCT and MOS formal schooling. The length of my leave may vary, dependent upon coordination of training phases. | 20a | DPL |
| 21 | The MOS for which I am enlisting for in block 4b has been described to me, and I understand its prerequisite qualifications. | 21a | DPL |
| 22 | I also realize that after completion of my IADT period that the Marine Corps may assign me to a billet which involves responsibilities quite different from those for which I may receive training in the MOS designated above in block 4b. | 22a | DPL |
| 23 | I understand that during IADT period of less than three months, I will not be eligible to start Electronic Funds Transfer (EFT) allotment for any financial reason. | 23a | DPL |
| 24 | I understand that during the IADT, I will be entitled only to pay and allowances which accrue while on IADT. I will not be eligible to receive any special payments or bonuses prior to completion of my initial training. | 24a | DPL |
| 25 | I realize that if I am disqualified from assignment to a billet requiring this MOS after enlistment, due to discovery of fraudulent enlistment, serious breach of discipline, punishment under the Uniform Code of Military Justice, failure to master the training, or by my failure to maintain necessary qualifications for my MOS, I may be discharged or reassigned another MOS which serves the needs and convenience of the Marine Corps. | 25a | DPL |

### INCENTIVES AND BONUSES

| | | | |
|---|---|---|---|
| 26 | I realize that I am only eligible for the Montgomery GI Bill Selected Reserve (MGIB-SR) entitlements (which provides for educational assistance) if I have agreed to serve at least 6 years (K4) in the SMCR (IDT status). | 26a | DPL |
| 27 | I understand that I am not eligible for the Command Recruiter Program and the Permissive Recruiter Assistant Program(PRASP). | 27a | DPL |
| 28 | I understand that there are no monetary promises being made to me in this Statement Of Understanding (SOU). Any monetary promises will be contained in a separate Statement of Understanding (SOU) entitled Z7 SRIP or Z8 Education Kicker. | 28a | DPL |
| 29 | I certify that I am NOT on the incremental Initial Active Duty (IADT or 92 DAY SPLIT Training ) program. | 29a | DPL |

### APPLICANT ACKNOWLEDGEMENT AND CERTIFICATION

This Statement of Understanding and my Application for Enlistment constitutes the entirety of my enlistment agreement with the Marine Corps. I realize that this "Statement of Understanding" will become an attachment to my enlistment contract. I understand that my subsequent changes to this agreement, as required by Executive Order, law, or other regulations, will have the same force and effect as the provisions contained herein. I certify that I have read and understand my duties, responsibilities, and obligations to the Marine Corps and , in consideration for the benefits I hope to derive from my enlistment agree to the terms outlined above. Finally, I understand that ANY promises made by my recruiter or anyone else, which are not contained in this written agreement are NOT binding on the Marine Corps.

| | | | |
|---|---|---|---|
| SIGNATURE | 30 | Duston Paul LeBlanc | Date 20110711 |
| PRINT NAME | 31 | Duston Paul LeBlanc | |

### MEPS LIAISON CERTIFICATION

I understand that I am responsible for ensuring the applicant fully understands this Reserve Optional Enlistment Program (ROEP) SOU. I further acknowledge that as the MEPS Liaison I have screened this applicant for the program and is fully qualified IAW MCO 1130.53_ Encl 6 & Para 5 above, or a MCRC level Enlistment Incentive Option Criteria Waiver has been approved in MCRISS, and a valid MCROC program in MCRISS. Lastly, I have ensured that no other promises (written or verbal) have been made to this applicant other than that stated [illegible]

| | | | | | | |
|---|---|---|---|---|---|---|
| PRINT NAME | 32 | LAST Bell | 32a FIRST Leonard | 32b MI | 32c SSN XXX-XX- | |
| SIGNATURE | 33 | | | | | DATE |
| QUOTA SEQUENCE NUMBER | 34 | Quota Sequence Number Assigned (QSN) 20110803 | | 35a | Name and Billet of person providing QSN GySgt Boro Ops Chief | |

Annex B

# AOS Date References Wrong NOSP

- Ensure the AOS date matches the date of the NOSP that is uploaded.
- Pen changes are authorized because that date is self generated by MCEAS

ORIGINAL

**AFFIDAVIT OF SERVICE**

I certify that attempts to serve the Notification (dated 05 Sep 13), Acknowledgement of Rights, and BCNR/NDRB information on Col DEWEY C. PRIVETT, USMCR were made as follows:

**SECTION I. SERVICE IN PERSON:**

WAS ATTEMPTED: See the attached PERSONAL RECEIPT OF NOTIFICATION OF SEPARATION PROCEEDINGS.

---

ORIGINAL

**UNITED STATES MARINE CORPS**
TOW Section Weapons Company, Second Battalion, Twenty-Fifth Marine Regiment,
Fourth Marine Division
1101 N 5TH ST
BROKEN ARROW, OK 74012-2098

IN REPLY REFER TO:
1910
Admin
05 Sep 13

CERTIFIED # 70101670000208537526

From: Commanding Officer, TOW Section Weapons Company, Second Battalion, Twenty-Fifth Marine Regiment, Fourth Marine Division, 1101 N 6TH ST, BROKEN ARROW, OK 74012-2098

To: Corporal DEWEY C. PRIVETT, USMCR

Subj: NOTIFICATION OF SEPARATION PROCEEDINGS (BOARD CASE)

Ref: (a) MCO P1900.16 (MARCORSEPMAN)

# AOR and AOS Dates Conflict

- AOS is a sworn legal statement that is signed by two Marines attesting that the notification process was done correctly and per the MCO.
- The 4 documents in the Notification (NOSP, Mail Doc’s, AOR, and AOS) need to be dated in sequential order.
- NOSP is the far left hand date and the AOS is the far right hand date.
- Everything else needs to be on or inside these dates.

Witness Date Respondent Date

FOR COMMAND USE ONLY(When AOR is not returned or is returned but is unsigned or improperly or incompletely executed):

The Marine (INITIAL ONE):

JAH did not return the AOR within the time limit indicated on the notification letter to acknowledge receipt of the notification package.
_____ refused to acknowledge receipt of the notification package.
_____ returned the AOR but did not sign it.
_____ returned the AOR but did not make a selection of rights.

Signature of person matching initials above 20131106 Date

SECTION IV. CERTIFICATION SIGNED/SWORN BEFORE COMMISSIONED OFFICER

Signature of person certifying information: MINDY K LOBECKER

Grade: Sgt Billet: ADSEP NCO

Command: I-I BROKEN ARROW, OK

SWORN AND SUBSCRIBED before me on 2013/11/06

Signature of commissioned officer: TODD A. CRUMBO

Grade: Maj Billet: I-I/CO

Command: I-I BROKEN ARROW, OK

# Medical Evaluation 328/10

- The 45 day letter automatically prints with every ADSEP.
- If SNM does not have combat service and/or deployment then throw it away.
- Do not include it in an ADSEP if Marine has combat service and/or deployment as it will contradict the medical memo.

Subj: MEDICAL EVALUATION REQUIREMENT PRIOR TO INVOLUNTARY ADMINISTRATIVE SEPARATION

Ref: (a) MARADMIN 328/10
(b) MCO P1900.16F (1011)
(c) NAVMED P-117 Chap. 15 (Article 15-20)
(d) MARADMIN 283/06

1. Upon receipt of this letter you are hereby directed to contact this command to schedule an appointment for a medical evaluation. This letter has been sent to you via certified mail, restricted delivery, and upon the date you signed for the letter you will have 45 calendar days to complete the appointment and return the documentation to this command.

2. Per reference (a) you are required to be screened for Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI), due to the fact that you have a history of combat service or deployment. Failure to complete the appointment will not delay the administrative separation proceedings being processed per reference (b) any longer than the prescribed 45 days mentioned in paragraph (1).

3. The medical evaluation must comply with requirements set forth by reference (c) and reference (d).

4. Questions or comments about this notice may be directed to HMC Hardee, 918-279-3811.

T. A. CRUMBO
Inspector-Instructor

# Improper Wait Time

- If a Marine signs for the notification SNM has 20 days to return the AOR before you can push forward.
- If SNM has combat service and deployment then the wait period is 45 days. Even if AOR is returned.
- If mail is unclaimed, undeliverable or refused then processing can begin right away once proof is obtained

April 2014

Search Calendar (Ctrl+E)

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 3/30 - 4/4 | Mar 30 | 31 | Apr 1 | 2 | 3 Marine Signs for it | 4 Start of 20 Day waiting F | 5 |
| 4/6 - 11 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4/13 - 18 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 4/20 - 25 | 20 | 21 | 22 | 23 End of 20 Day Waiting P | 24 Date Clear to proceed | 25 | 26 |
| 4/27 - 5/2 | 27 | 28 | 29 | 30 | May 1 | 2 | 3 |

# Custody Status

- N/A is the correct status 95% of the time
- Civilian Custody is the other 5%
- Do not mail to SNM HOR if you place SNM in a custody status of “Civilian”
- “Military” means the brig

[Preparer] Respondent's Expiration Current Contract (ECC) will expired within 60 days

## Personnel Data

| | | |
|---|---|---|
| Package id: 2185 | Respondent: | Waived Ri |
| Package Status: Draft | SSN: | Submitted Stater |
| Separating Auth: 4TH MAW | Grade: E5 | Rec'd Req'd 6105 Couns |
| Authority: | Strength Category: 0 | Suspension Author |

Step 1 of 3: Personnel Data

Section: Personnel Data

### Custody

Military ◯ Civilian ◯ Foreign ◯ N/A ◯

### Respondent's Home Address

Street:
City:
State:
Zip Code:
Home Phone:
Work Phone:

### Assigned Command

| | |
|---|---|
| RUC | 00512 |
| MCC | S4F |
| Name | MWSS-472 MWSG-47 4THMAW |
| City | WILLOW GROVE |
| State | PA |
| | |
| Billet | 0621 |
| Primary MOS | 0621 |
| Rank | Sgt |
| Date of Rank | 2011/01/01 |
| Component | USMCR |

### Component Code

| | |
|---|---|
| Active | |
| Reserve | KA |

### Expiration of Current Contact

| | |
|---|---|
| Active | 2005/04/21 |
| Reserve | 2011/11/03 |
| End of Active Service | 2005/04/21 |

# Improper Notification

- Notification was not sent Certified, Restricted.
- Wrong person signed for the mailer.
- Sent to an address other than what was listed in 3270
- No certified mail number listed on the NOSP

# No Proof of Delivery

- Unit only uploads the copies made prior to mailing out NOSP.
- Unit only uploads USPS page showing “Delivered” and not the complete tracking history.
- Unit must clearly show the results of service by using supporting documents. (copies of envelopes, USP tracking printout, PS3811)

# Missing Required Documents

- SNM’s Page 3 is required with the SRB pages. If not in SRB then print the screen from 3270

- 6105’s are supporting evidence for several separations. PFT/CFT failures, BCP failures, pattern of misconduct, drug abuse)

# Improper Basis of Separation

- Not enough Unexcused Absences 12 months backwards from Notification date

- Pattern of Misconduct but no 6105’s showing SNM was counselled

# Unsat Performance –vs- WCF

- **6215 Weight Control Failure**
  - The Marine made a reasonable effort to conform to Marine Corps height/weight and body composition standards …. reasonable effort consists of adherence to a reasonable diet combined with a regular physical training regimen and a steady loss of weight/body fat**.** Processing of Marines who fail to make a reasonable effort will be under paragraph 6206 (unsatisfactory performance of duties), not this paragraph;
- **6206.5b Unsatisfactory Performance**
  - A Marine may also be separated under this basis for failure to conform to weight and/or body composition standards as a result of **APATHY** or a **LACK OF SELF DISCIPLINE**

# Notable Revisions

- Paragraph 6110 MEDICAL EVALUATIONS PRIOR TO ADMINISTRATIVE SEPARATIONS This paragraph incorporates MARADMIN 328/10 and clarifies the requirements. References to MARADMIN 328/10 need to be replaced with MARCORSEPMAN paragraph 6110.

- Paragraph 6203 CONVENIENCE OF THE GOVERNMENT 6203.7 refusal of medical treatment. See Paragraph 6203.7f and 6203.8 Physical standards. PFT/CFT failures.

- Paragraph 6210.5d DRUG ABUSE - Reserve Marines not on active duty or inactive duty for training are NOT required to be screened for alcohol or drug dependency
- Paragraph 6215 WEIGHT CONTROL/BCP FAILURE. Required BCP form, Periodic weigh in sheets, 3- 6105 counseling (Assign, 4 month, Fail)

# Phones Number

- Office 504-697-9890
- Cell 337-302-1999
- Email – gary.holcomb@usmc.mil